RESOLUTION
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Public Building Usage Policy

A resolution amending Resolution No. R188-08/09 , hereby establishing rates, fees and policies for the use of Public Facilities, the Carl C. Morgan Convention Center, Larry Striplin Performing Arts Center, Vaughan Smitherman Museum and the Dallas Academy Building.

WHEREAS, the Carl C. Morgan Convention Center, Larry Striplin Performing Arts Center, Vaughan Smitherman Museum and the Dallas Academy Building is owned, operated and maintained by the City of Selma and are made available to various groups or persons for meetings and or functions; *and*

WHEREAS, the creation of policies and regulations are necessary in order to provide for the effective use of the facilities and to efficiently govern the operation of the same; *and*

WHEREAS, the City of Selma desires to establish a reasonable and updated rental rate for the facilities to recover a portion of the cost associated with the operation and maintenance of the facilities.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELMA, ALABAMA, that the following rental fees, policies and regulations are hereby established for the use and rental of the Carl C. Morgan Convention Center, Larry Striplin Performing Arts Center, Vaughan Smitherman Museum and the Dallas Academy Building.

Section 1.   That there is hereby established a schedule of fees for the use of the
Carl Morgan Convention Center:

> Monday -Friday------------------$175.00
> Saturday & Sundays-------------$250.00
> Weddings------------------------$350.00

Section 2.   That there is hereby established a schedule of fees for the use of the
Larry Striplin Performing Arts Center:

> Entire Building------------------$200.00
> Miss. Kittie Theater-------------$175.00
> Reception Area-------------------$125.00

Section 3.   That there is hereby established a schedule of fees for the use of the
Vaughan Smitherman Museum:

> Entire Building------------------$250.00

Section 4.   That there is hereby established an assessment fee for the rental of space at the **Dallas Academy Building**.

> Office Space----------------------$50.00 per month

Section 5.   The rental of the herein listed facilities in accordance with the fees established in section 1, 2 and 3 shall be limited to an eight (8) hour rental of the facility which includes decorating, clean-up from the event and vacating of the facility. Any additional use and extended time over and beyond the eight (8) hours of rental time shall be charged to the renter at a rate of $50.00 for every 30 minutes over the initial eight hours rented for the use of the facility. Additional fees for the extended use shall be calculated by the Director of Public Buildings or his/her designee and paid by the renter within forty-eight (48) hours after renting the facility.

Section 6. Rentals of the Carl C. Morgan Convention Center, Larry Striplin Performing Arts Center or Vaughan Smitherman Museum shall not extend beyond 12:00 a.m. (Midnight). All cleanup and vacating the facility must be completed prior to 12:00 a.m. (Midnight) without any exception to the rule unless pre-approved by the Selma City Council prior to the scheduled event.

Section 7. To complete reservation of the facilities, the applicant must submit the Events Facilities Agreement and application along with the deposit within the two weeks after making the reservation. The remaining balance of the fee must be paid at least two weeks prior to the scheduled event. All renters are taken on a first-come, first serve basis.

Section 8. Municipal Elected Officials shall receive one free rental per year of any of the herein-above mentioned facilities and shall receive a discount in the amount of half the fee for all additional rentals within the same year. If the municipal elected official is reserving the facility for official city business (ward meetings & etc.), then the fee for the use of the facility will be waived.

Only a council person or employee may reserve the facility in their name. A citizen cannot reserve the building and then call a council person or employee to make the reservation or confirm the reservation. The Director of Public Buildings, within forty-eight (48) hours after the municipal elected official or employee reserves the facility must receive written confirmation for the reservation via e-mail, fax, hand delivery or the verbal reservations may be cancelled at the option of the Director of Public Buildings.

Section 9. Selma city employees, for the first three (3) rentals of the facilities within one year, shall receive a discount in the amount of half the fee for the rental of the facilities and shall pay full price for additional rentals within the same year.

Section 10. The use of the facility by any non-profit organization or the Selma city schools may be classified as a city-sponsored event. A school event may be classified as a city sponsored event when and only if the event is approved by the school principle in accordance with the procedure, rules and regulations outlined by the Selma City Board of Education. A school and/or a non-profit organization must have an official from the school or the non-profit organization to appear before the Selma City Council for approval of each event, even if the event is an annual event.

Section 11. Once the Selma City Council classifies the event as an event co-sponsored by the City of Selma, the non-profit organization or school shall not be charged and said fee shall be waived. The school or non-profit organization shall not charge any entry fee at the door, except for Selma City Schools conducting fund-raises from the school and/or organization.

Section 12. Waiver of fee for all city co-sponsored events shall be limited to a three (3) day rental of the facility per year by the sponsor and all other days shall be charged at the regular rental fee for the usage of the facility.

Section 13. All renters including but not limited to elected officials, employees and schools shall pay full price and not receive a discount for the rental and use of city-owned facilities when an admission fee and/or entry fee is charged at the door prior to entering the facility for an event sponsored by the renter(s).

Exception: Any non-profit organization presenting proof of its 501 (c)(3) status to the City Council, and at the discretion of the Council may be allowed one free rental and waiver per year of the fee for the rental and use of any herein above mentioned city owned facility for its annual event.

Section 14.   All renters and/or users of the rental facilities, including elected officials and employees shall be required to pay a security deposit in the amount of ($100.00) to the City of Selma and shall be due at the same time the final balance is due. The security deposit will be refunded unless: (1) damage is detected by city officials; (2) unpaid rental fees; (3) building is left in an unclean condition; and/or (4) the event is canceled.

Section 15.   Any person or entity prior to the adoption of this resolution, who has already reserved any of the herein listed city owned facilities by (1) completing an application (2) paying 50% of deposit and (3) paying a security deposit shall be exempt from the increase in fees established within this resolution.

Section 16.   The City of Selma will consider the Dallas Academy Building for any non-profit organization desiring the use of a room or office space. Placement within the Dallas Academy Building will be at the discretion of the director of Public Buildings.

Section 17.   All non-profit organizations utilizing space at the Dallas Academy Building shall prepare and submit a quarterly report summarizing the activities of the non-profit organization for the prior three (3) months. The report may be mailed to the Director of Public Buildings, 222 Broad Street, Selma, Alabama 36701 or hand delivered to 1000 Selma Avenue (Larry Striplin Performing Arts Center).

Section 18.   This resolution shall take effect November _23_, 2010 upon the adoption of the same by the Selma City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELMA, ALABAMA
on this the _23_ day of _November_, 2010.

C. P. Williamson
DR. CECIL WILLIAMSON, *President*

ATTEST:

Ivy Harrison
IVY HARRISON, *City Clerk*

APPROVED:

George P. Evans
GEORGE P. EVANS, *Mayor*